



Development Services Department

Lot Merger (LM) or Lot Line Adjustment (LLA)

INSTRUCTIONS TO APPLICANT

The applicant must complete the attached form as prescribed, and all of the following information must be attached before it can be accepted for filing by the Planning Department.

- a) Application fee of \$650 – Checks should be made payable to City of Adelanto. The appeal fee is \$35. No refunds.

PROCESSING COSTS: The City operates on the basis of full cost recovery for the processing of planning projects. Deposits made at the time of application are projected to be sufficient for the processing of applications, however, additional deposits may be required to cover the costs for review of projects. If at any time deposits are insufficient to cover projected costs, processing of the project will be stopped until sufficient additional funds are deposited with the City. Lack of sufficient funds on deposit will suspend any required processing time frames.

- c) Tentative Map or Plot Plan – 10 copies of a tentative map or plot plan shall be submitted, shall be drawn neatly and accurately to scale (not smaller than 1 inch equals 100 feet), and shall show the following data:
1. Sufficient data to define the location and boundaries of the subject property;
 2. Name, telephone number and address of owner or owners of record;
 3. The location, names and widths of all abutting streets and alleyways;
 4. The location and dimensions of all known existing easements and reserves for drainage, access, sewer service and/or public utility purposes;
 5. The lot or parcel configuration, size and dimensions;
 6. Date the map as drawn, north point arrow and scale of the map;
 7. Existing use or uses of the property and, to scale, the outline of any existing buildings or underground structures and their distances to existing and proposed lot lines;
 8. Key map locating the subject property in relation to the surrounding areas; and
 9. Any other information deemed necessary by the Planning Department.
- d) Copy of the Grant Deed for the subject property, or a Title Report (dated within 60 days of the submittal of the application). If the applicant is other than the owner of record, an affidavit signed by the owner that designates the applicant as an agent must accompany the application.
- e) All information, including this application, shall be copied onto a compact disc and turned in with the original documents.

APPLICATION FOR LOT MERGER OR LOT LINE ADJUSTMENT

PROCEDURE BY PLANNING DIRECTOR

The Planning Director will review all requests with the City Engineer and determine if the proposal meets requirements of the Subdivision Map Act.

IN REVIEWING AND ACTING UPON AN APPLICATION FOR A LOT MERGER OR LOT LINE ADJUSTMENT, THE PLANNING DIRECTOR WILL CONSIDER SUCH FACTORS AS:

1. Will the proposed project be materially detrimental to the public welfare or injurious to the property or improvements in the immediate vicinity;
2. Will the proposed project be contrary to any official plan adopted by the City Council; or to any official policies or standards adopted by the City Council as may hereafter be provided for and on file in the office of the City Clerk at or prior to the time of filing or the application hereunder;
3. Will all proposed parcels or lots resulting from the project conform in area and dimension to the provisions of the zoning, subdivision and building code requirements and policies of the City of Adelanto;
4. Will the design and proposed development be consistent and compatible with the character of existing development in the vicinity.

APPLICATION FOR LOT MERGER OR LOT LINE ADJUSTMENT

CASE NO. _____ DATE FILED _____

Total Fees Paid _____ Receipt No. _____

Environmental Determination: CEQA Exempt per Class 5 9Section 15305)

Name of Applicant				Phone	
Address					
City		State		Zip Code	
Name of Representative				Phone	
Address					
City		State		Zip Code	

[Applicant must be the owner of the land, the lessee having a leasehold interest of not less than three (3) years, or the agent of the foregoing, duly authorized in writing.]

I/We the undersigned owner ☐, lessee ☐ or agent ☐ of the property described below, hereby request that the Planning Director action identified above occur on property located at _____

between _____ (St., Ave., Rd.)

and _____ (St., Ave., Rd.) in a _____ Zone.

The EXACT CURRENT legal description of said property is: (the legal description may be given as tract lots, including Section, Township, and Range, or it may be described by metes and bounds with a point of beginning that can be identified on the City Engineer's maps).

Assessors Parcel No. _____

<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Signature: _____
Date: _____

APPLICATION FOR LOT MERGER OR LOT LINE ADJUSTMENT

1. Describe in detail the project and/or proposed use of the property.

2. Describe the reason for the request.

3. The following statement must be signed in front of a Notary and original Notary acknowledgement attached to this document, or signed in front of Planning Staff.

I/We _____

(Please Print)

being first duly sworn, each for himself or herself, deposes and says that I/we am/are the owner(s) ☐/lessee ☐/agent ☐ of the property involved in this application and that the foregoing statements herein contained and the information herein submitted, are in all respects true and correct to the best of my knowledge and belief.

Signature of Applicant: _____

(if different from owner)

Signature of Owner:					
Mailing Address:					
City		State		Zip Code	
Phone (H)			Phone (W)		

APPLICATION FOR LOT MERGER OR LOT LINE ADJUSTMENT

PROPOSED LEGAL DESCRIPTION(S)

Pursuant to Section 8761 and 8726 of the State of California Business and Professions Code, the legal description must be prepared by a land surveyor and/or civil engineer licensed to practice surveying in the State of California.

Therefore, unless the legal description is a recorded tract and lot number, or in total identifies the project site, the signature of the individual preparing the legal description and their registered number and seal shall be required where indicated below.

Stamp

Name: _____

Licensed Surveyor or Civil Engineer's Registration Number: _____

Date: _____

APPLICATION FOR LOT MERGER OR LOT LINE ADJUSTMENT

LETTER OF AUTHORIZATION
IF APPLICANT OTHER THAN PROPERTY OWNER

I, _____, as owner(s) of property identified as Assessor's Parcel
Property Owner(s)

No(s). _____ and/or Tract/Parcel Map _____, Parcel/Lot

No. _____ do hereby authorize _____ to represent me
Authorized Agent

as agent in seeking approval of the following project(s): _____

Signed _____
Property Owner(s)

Date: _____

Signed _____
Authorized Agent

Date: _____

NO APPLICATION FROM AN INDIVIDUAL OTHER THAN THE PROPERTY OWNER
WILL BE ACCEPTED UNLESS THIS DOCUMENT, OR A SIMILAR DOCUMENT, IS
COMPLETED, SIGNED AND SUBMITTED AS PART OF THE PROJECT APPLICATION.